

**WORK ASSIGNMENT
DISTRIBUTION SHEET**

Contract Number: **68-W7-0026** Date of Distribution: **JUL 12 2001**

Work Assignment Number: **127-ROBE-051C**
Revision Number: **1**

Contractor: Roy F. Weston, Inc.
Suite 500
750 East Bunker Court
Vernon Hills, IL 60061-1450



| <u># of Copies</u> | <u>Type of Copies</u> | <u>Addressee</u> |
|-------------------------------|----------------------------------|---|
| 2 | Original | Contractor |
| 1 | Copy | Work Assignment File |
| 1 | Copy | Patricia Vogtman Project Officer (SM-5J) |
| 1 | Copy | Rosita Clarke-Moreno Work Assignment Manager (SR-6J) |



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 5
77 WEST JACKSON BOULEVARD
CHICAGO, IL 60604-3590

JUL 12 2001

REPLY TO THE ATTENTION OF:
MCC-10J

Mr. James Burton
Roy F. Weston, Inc.
Suite 500
750 East Bunker Court
Vernon Hills, IL 60061-1450

Subject: Contract Number: 68-W7-0026
 Work Assignment Number: WA 127-ROBE-051C
 Revision Number: 01

Dear Mr. Burton:

Enclosed you will find two copies of a work assignment form for the above referenced work assignment. Please sign block 6 of the copy marked "Original" and return it to my attention..

If you have any questions or need more information regarding this matter, please contact me at (312) 886-5868.

Sincerely,

Anita P. Parasuram Raman
Anita P. Parasuram Raman
Contract Specialist

Enclosures

EPA WORK ASSIGNMENT FORM (WAF) FOR RAC

1. WORK ASSIGNMENT (WA) INFORMATION

Project Name: North Bronson, Bronson, MI Contractor: Roy F. Weston, Inc. WA No.: 127-ROBE-051C
 Activity: Remedial Design Oversight EPA Contract No. 68-W7-0026 Revision No.: 001
 Date: June 13, 2001 Contractor Control No. _____ Modification No.: _____
 (Contracting Officer Use Only)

2. DESCRIPTION OF ACTION

| | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> New WA (need WP for the WA) . Attach SOW including schedule . Designate WAM | <input type="checkbox"/> WA Amendment (need revised WP and/or cost estimate) . Change in LOE or scope by task . Add additional tasks or funds for increased activity | <input type="checkbox"/> Partial WP Approval <input type="checkbox"/> WP Disapproval <input checked="" type="checkbox"/> Final WP Approval <input type="checkbox"/> Amendment to Final WP Approval . Approve change in LOE, scope, or budget . Approve additional tasks | <input type="checkbox"/> Technical Direction Memorandum . Details on scope, budget, or schedule . Minor shift within SOW (no change in \$/LOE) . Change WAM <input checked="" type="checkbox"/> Set or revise expenditure limit (EL) | <input type="checkbox"/> Incremental Funding . Fund approved WP <input type="checkbox"/> WA Closeout Notification . Notify contractor to initiate WA closeout task . Revise EL after final invoice . Other _____ |
|---|---|--|--|---|

3. BUDGET INFORMATION



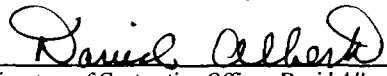
| Completion WA <input type="checkbox"/> Term WA <input checked="" type="checkbox"/> | Approved Work Plan Budget | | Expenditure Limits Not to Be Exceeded | |
|--|---------------------------|----------------|---------------------------------------|---------------|
| Total Funding Received (\$) | LOE Term WAs Only | (\$)* | LOE Term WAs only | (\$)* |
| Previous Total <u>0</u> | <u>0</u> | <u>0</u> | <u>100</u> | <u>10,000</u> |
| This Action <u>0</u> | <u>1,282</u> | <u>110,902</u> | <u>1,182</u> | <u>45,460</u> |
| New Total <u>0</u> | <u>1,282</u> | <u>110,902</u> | <u>1,282</u> | <u>55,460</u> |
| Funding Category: <u>Site Characterization Bulk</u> | * Includes fees | | * Includes fees | |
| Activity Code: <u>BE</u> S/SID: <u>051C</u> | | | | |

4. WA COMPLETION DATE Current: June 30, 2002 Revised: _____

5. EPA COMMENTS:

This action approves the April 11, 2001 work plan in its entirety.

6. APPROVALS

| | |
|--|--|
| Contractor Signatures: _____ Site Manager/Firm _____ Date _____ Program Manager/Firm _____ Date _____ | EPA Signatures: <div style="text-align: center;">  Work Assignment Manager, Rosita Clarke-Moreno Date <u>7/5/01</u> Phone Number <u>(312) 886-7251</u> </div> <div style="text-align: center;">  Project Officer, Pat Vogtman Date <u>7/5/01</u> </div> <div style="text-align: center;">  Signature of Contracting Officer, David Alberts Date <u>7/11/01</u> </div> |
| <input checked="" type="checkbox"/> Approved As Submitted <input type="checkbox"/> Approved With Changes <input type="checkbox"/> Not Approved | |

WAM Copy _____ PO Copy _____ CO Copy _____

EPA WORK ASSIGNMENT FORM (WAF) FOR RAC

1. WORK ASSIGNMENT (WA) INFORMATION

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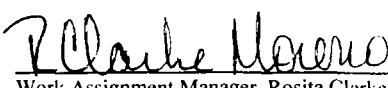
| <input type="checkbox"/> Completion WA <input checked="" type="checkbox"/> Term WA Total Funding Received (\$) Previous Total <u>0</u> This Action <u>0</u> New Total <u>0</u> Funding Category: <u>Site Characterization Bulk</u> Activity Code: <u>BE</u> S/SID: <u>051C</u> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Approved Work Plan Budget</th> </tr> <tr> <th>LOE</th> <th>(\$)*</th> </tr> <tr> <td>Term WAs Only</td> <td></td> </tr> <tr> <td><u>0</u></td> <td><u>0</u></td> </tr> <tr> <td><u>1,282</u></td> <td><u>110,902</u></td> </tr> <tr> <td><u>1,282</u></td> <td><u>110,902</u></td> </tr> </table> <p style="text-align: right;">* Includes fees</p> | Approved Work Plan Budget | | LOE | (\$)* | Term WAs Only | | <u>0</u> | <u>0</u> | <u>1,282</u> | <u>110,902</u> | <u>1,282</u> | <u>110,902</u> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Expenditure Limits Not to Be Exceeded</th> </tr> <tr> <th>LOE</th> <th>(\$)*</th> </tr> <tr> <td>Term WAs only</td> <td></td> </tr> <tr> <td><u>100</u></td> <td><u>10,000</u></td> </tr> <tr> <td><u>1,182</u></td> <td><u>45,460</u></td> </tr> <tr> <td><u>1,282</u></td> <td><u>55,460</u></td> </tr> </table> <p style="text-align: right;">* Includes fees</p> | Expenditure Limits Not to Be Exceeded | | LOE | (\$)* | Term WAs only | | <u>100</u> | <u>10,000</u> | <u>1,182</u> | <u>45,460</u> | <u>1,282</u> | <u>55,460</u> |
|--|---|---------------------------|--|-----|-------|---------------|--|----------|----------|--------------|----------------|--------------|----------------|--|---------------------------------------|--|-----|-------|---------------|--|------------|---------------|--------------|---------------|--------------|---------------|
| Approved Work Plan Budget | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LOE | (\$)* | | | | | | | | | | | | | | | | | | | | | | | | | |
| Term WAs Only | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>0</u> | <u>0</u> | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>1,282</u> | <u>110,902</u> | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Expenditure Limits Not to Be Exceeded | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LOE | (\$)* | | | | | | | | | | | | | | | | | | | | | | | | | |
| Term WAs only | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|---|--|
| Contractor Signatures: Site Manager/Firm _____ Date _____ Program Manager/Firm _____ Date _____ | EPA Signatures: <div style="text-align: center;">  Work Assignment Manager, Rosita Clarke-Moreno Date <u>6/13/01</u> Phone Number <u>(312) 886-7251</u> </div> Project Officer, Pat Vogtman _____ Date _____ |
|---|--|

☐ Approved As Submitted ☐ Approved With Changes ☐ Not Approved
 Signature of Contracting Officer, David Alberts _____ Date _____

WAM Copy _____ PO Copy _____ CO Copy _____




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 5
77 WEST JACKSON BOULEVARD
CHICAGO, IL 60604-3590

REPLY TO THE ATTENTION OF:
MCC-10J

DATE:

SUBJECT: Designation of Contracting Officer's Technical Representative
(COTR)

FROM: David A. Alberts 
Contracting Officer

TO: **Rosita Clarke-Moreno**
Work Assignment Manager

1. As Work Assignment Manager for Contract number 68-W7-0026, Work Assignment number 127-ROBE-051C with Roy F. Weston, you are hereby appointed as Contracting Officer's Technical Representative (COTR).
2. As a COTR you are responsible for performance of the following functions:
 - a. Familiarizing yourself with all terms and conditions of the work assignment.
 - b. Seeking clarification from the Contracting Officer on any contract provision which is not understood or subject to more than one interpretation.
 - c. Monitoring performance to insure that the requirements of the work assignment are being satisfactorily executed by the Contractor within the schedule of the work assignment.
 - d. Bringing to the attention of the Contracting Officer and the Contractor all performance which is not in compliance with work assignment requirements.
 - e. Maintaining written records of Contractor performance and keeping the Contracting Officer informed, in a timely manner, both orally and in writing, of the quality of Contractor performance.
 - f. Recommending to the Contracting Officer changes to the work assignment which will improve the quality of the work assignment or the manner in which it is performed.
 - g. Ensuring that Government personnel do not attempt to supervise, correct, or otherwise interfere with the activities of Contractor employees.
 - h. Ensuring that the Contractor performs no work outside the scope of

the work assignment.

- i. Monitoring the Contractor's use of Government Furnished Property to ensure it is used to the maximum extent possible under the contract and that it is used as authorized.
- j. Reviewing and approving progress reports, determining that the payment requested is commensurate with the items/ services delivered and reviewing and approving vouchers/ invoices.

3. In the discharge of the functions listed above, do not take any action which could:

- a. change any terms or conditions of the work assignment and/or contract;
- b. result in any change in price;
- c. involve supervision of Contractor employees;
- d. result in the Contractor performing any work outside the scope of the work assignment and/or contract;
- e. change the performance period of the work assignment.

The Contracting Officer has the overall responsibility for the administration of this contract. He/She alone is authorized to take actions on behalf of the Government which includes but is not limited to: interpreting, amending, modifying or deviating from the contract terms, conditions, requirements, specifications or details; approving work plans; issuing final decisions regarding Contractor claims or issues under dispute; entering into negotiations and terminating the contract for convenience of the Government or for default.

4. This appointment will remain in effect through the life of the work assignment, or until the expiration of the contract, your release from COTR responsibilities for this work assignment by your supervisor, your reassignment to another organization or agency, or until it is otherwise rescinded in accordance with agency procedures. Your authority as COTR cannot be further re-delegated. Supervisors are not entitled to, and may not exercise COTR authority in your place.

cc: Mr. Jim Burton, Project Manager
Pat Vogtman, EPA Project Officer, SM-5J